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**NSTISSD No. 901
April 2000**



**National Security
Telecommunications and
Information Systems Security
(NSTISSC)
Issuance System**

**THIS DOCUMENT PROVIDES MINIMUM STANDARDS. FURTHER
INFORMATION MAY BE REQUIRED BY YOUR DEPARTMENT OR AGENCY.**

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UNCLASSIFIED**FOREWORD**

1. This directive is issued pursuant to NSD No. 42, "National Policy for the Security of National Security Telecommunications and Information Systems," dated July 5, 1990, and the National Security Telecommunications and Information Systems Security Directive (NSTISSD) No. 900, Governing Procedures of the National Security Telecommunications and Information Systems Security Committee (NSTISSC)," dated April 2000, that authorize the establishment of a National Security Telecommunications and Information Systems Security (NSTISS) issuance system. This directive is provided to guide the uniform development, coordination, and dissemination of issuances that address the integrity of U.S. Government telecommunications and information systems.

2. Those national issuances promulgated under the former National Communications Security Committee and the National Telecommunications and Information Systems Security Committee shall remain in effect until revised or rescinded by action of the NSTISSC. This directive supersedes NSTISSD No. 901, dated September 28, 1992.

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Chairman

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UNCLASSIFIED**SECTION I - Purpose and Applicability**

1. This directive establishes guidance and delineates the responsibilities for issuing NSTISSC policies, directives, instructions, and advisory/information memoranda. It is intended to ensure uniform management in the development, coordination, publication, dissemination, and implementation of those documents. The provisions of this directive apply to all federal departments and agencies within the Executive Branch that own, procure, use, operate, or maintain national security systems.

SECTION II - Nature of NSTISS Publications

2. The NSTISS Issuance System includes the following documents:

a. NSTISS Policy (NSTISSP) addresses national security telecommunications and information systems security issues from a broad perspective. It establishes national-level goals and objectives. The Executive Agent or the Chair of the NSTISSC signs NSTISSPs, after coordination among and approval by the Committee. Policies are binding upon all U.S. Government departments and agencies.

b. NSTISS Directive (NSTISSD) addresses national security telecommunications and information system security issues that go beyond the general policy documented in the NSTISSPs. It provides detail for achieving NSTISSC policies. The Executive Agent or the Chair of the NSTISSC signs the NSTISSDs, after coordination among and approval by the Committee. Directives are binding upon all U.S. Government departments and agencies.

c. NSTISS Instruction (NSTISSI) provides guidance and establishes technical criteria for specific national security telecommunications and information system security issues. NSTISSIs include technical or implementation guidelines, restrictions, doctrines, and procedures applicable to telecommunications and information systems security. The National Manager signs the NSTISSIs following coordination with and approval by the Committee. Instructions are applicable to all U. S. Government departments and agencies.

d. NSTISS Advisory/Information Memorandum (NSTISSAM) addresses ad hoc issues of a general nature relating to national security telecommunications and information systems security issues. The National Manager signs the NSTISSAMs. They are advisory or informative in nature and not binding upon U.S. Government departments and agencies.

SECTION III - General Guidelines

3. The following guidelines will be followed in the preparation and coordination of NSTISS issuances.

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a. Policy or technical issues intended for dissemination through the NSTISS issuance system may be proposed by any U.S. Government organization and submitted to the Committee for their consideration. At the direction of the Chairman of the NSTISSC, proposed issuances may be brought to the attention of either or both of the two Subcommittees prior to submission to the Committee.

b. Issuances developed by special groups will be submitted to the Chairs of the STS and SISS and coordinated with both Subcommittees prior to submission to the NSTISSC.

c. Proposed NSTISS policies, directives, and instructions shall be coordinated with and approved by the Committee as required by this directive before submission to the appropriate authority for signature and promulgation.

d. NSTISS policies, directives, instructions, and advisory/information memoranda are numbered in accordance with the system outlined in ANNEX A and will be disseminated, at a minimum, to the members of the Committee.

e. Issuances being revised and/or superseded will be so stated in the FOREWORD of the publication.

f. Proposed revisions to or cancellations of NSTISS issuances will follow the same coordination procedures as their originals.

SECTION IV - Procedures and Responsibilities

4. The Office of Primary Interest (OPI) for proposed NSTISS policies, directives, instructions, and advisory/information memoranda shall:

a. Notify the Secretariat that an issuance is being prepared and provide the document title and OPI for the issuance.

b. Keep the Secretariat advised of the status of the proposed issuance.

c. Coordinate issuances within their respective organizations. (Note: Informal coordination with other member department and agencies is acceptable and encouraged.)

d. Submit, subject to approval of their respective organizations, proposed issuances (either directly to the Committee or through a member) to the Secretariat for consideration by the full Committee.

e. Keep Committee members apprised of the status of comments/recommendations which may be received during the coordination process.

5. The NSTISSC Secretariat shall establish, manage, and maintain an NSTISS issuance system in accordance with the following procedures:

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- a. Coordinate drafts, revisions, and cancellations with Committee members and observers.
 - b. Assign and record issuance numbers.
 - c. Publish and disseminate NSTISS issuances, to include changes and cancellations.
 - d. Maintain and publish an index of all NSTISS issuances, that shall be reviewed on an annual basis.
 - e. Review proposed NSTISS issuances for completeness, accuracy, and compliance with established policies and other issuances governing the NSTISS system.
 - f. Ensure that Committee members and observers are given the opportunity to coordinate or approve issuances within their agencies as required by NSTISSD 900.
 - g. Advise the Chair of any major issues.
 - h. Submit, upon final coordination or approval, all issuances to the appropriate authority for signature.
6. The heads of U.S. Government departments and agencies shall:
- a. Implement and disseminate NSTISS policies, directives, and instructions in a timely manner within their organizations.
 - b. Disseminate NSTISS advisory/information memoranda in a timely manner within their organization.
 - c. Provide a coordinated response on all proposed NSTISS issuances in accordance with suspense dates established by the Secretariat.

Encls:

ANNEX A - Categories and Numbering for NSTISS Issuance System

ANNEX B - Recommended Procedures for Preparing NSTISSC Policy Issuances

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ANNEX A

Categories and Numbering for NSTISS Issuance System

Policies:

INFOSEC*	001-099
COMSEC	100-199
COMPUSEC	200-299
TEMPEST	300-399
INFORMATION ASSURANCE	400-499

Directives:

INFOSEC*	500-599
COMSEC	600-699
COMPUSEC	700-799
TEMPEST	800-899
Administrative	900-999

Instructions:

INFOSEC*	1000-2999
COMSEC	3000-3999 Systems 4000-4999 General
COMPUSEC	5000-6999
TEMPEST	7000-8999
Administrative	9000-9999

Advisory and Information Memoranda:

INFOSEC/1-(YR)*	- One-up series by year
COMSEC/1-(YR)	- One-up series by year
COMPUSEC/1-(YR)	- One-up series by year
TEMPEST/1-(YR)	- One-up series by year

*INFOSEC - NSTISS issuances that deal with the protection of information systems (telecommunications and/or computer related equipment) and the information contained in or processed over these systems.

ANNEX A
NSTISSD No. 901

UNCLASSIFIED

ANNEX B

Recommended Procedures for Preparing NSTISSC Policy Issuances

ISSUE IDENTIFICATION

1. The Committee, Subcommittees, or individual member organizations will identify issues that require addressal in the form of an NSTISSC policy issuance and notify the Secretariat of the subject.

2. The Secretariat will advise the membership of the initiative and solicit the participation of the primary stakeholders in a policy draft working group. Stakeholders are identified as those organizations or individuals that have the expertise or knowledge necessary to address the issue, and/or the greatest equities at risk in the context of the subject matter of the proposed policy. The Secretariat shall determine the appropriate composition of the draft policy working group and so advise the full membership. The composition of the working group shall be limited to five or six personnel with the expertise, knowledge, and empowerment to speak for and represent their respective organizations.

PROCEDURES

3. Following selection of the members of the policy drafting working group, the Secretariat will schedule the first meeting of the group at a time and location convenient to its members.

4. At the initial meeting of the working group, the members shall:

- a. Select a member of the group to serve as Chairperson;
- b. Ensure the members understand the issues to be addressed by the draft policy and that there is agreement on the policy goals and objectives; and
- c. Establish a drafting strategy and timetable for developing a draft and effecting working group coordination.

5. Members of the draft policy working group are expected to think and act from a national perspective.

6. Pending completion of the above, a draft strawman policy will be prepared by a member or members of the working group for coordination among its members. The complete drafting and working group coordination process should not exceed 30 days at which time a "final" policy draft will be ready for formal coordination within the STS/SISS and the Committee, respectively.

ANNEX B
NSTISSD No. 901